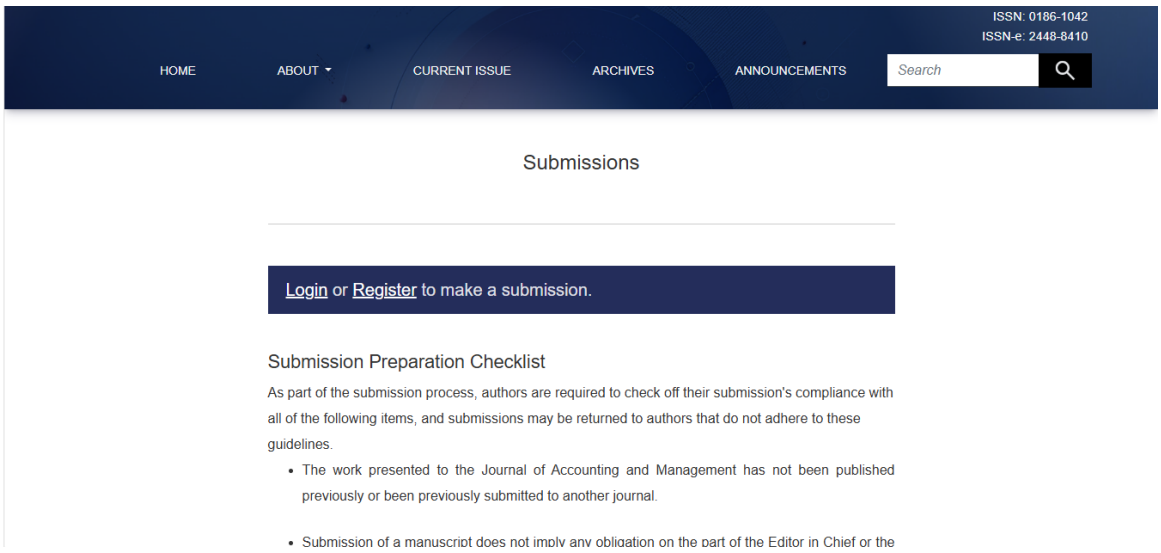
MANUAL FOR SUBMITTING PAPERS TO ACCOUNTING & MANAGEMENT (CONTADURÍA Y ADMINISTRACIÓN) THROUGH THE OPEN JOURNAL SYSTEMS (OJS) EDITORIAL MANAGEMENT PLATFORM

Authors must submit their research papers through the journal's online submission platform. Please note that Accounting & Management (Contaduría y Administración) does not consider for publication literature reviews, case studies, local studies (at the state, municipal, or city level), or exploratory, descriptive, or correlational research. To submit a paper, please follow the steps below:

First, access the journal's submission website:
https://www.cya.unam.mx/index.php/cya/about/submissions

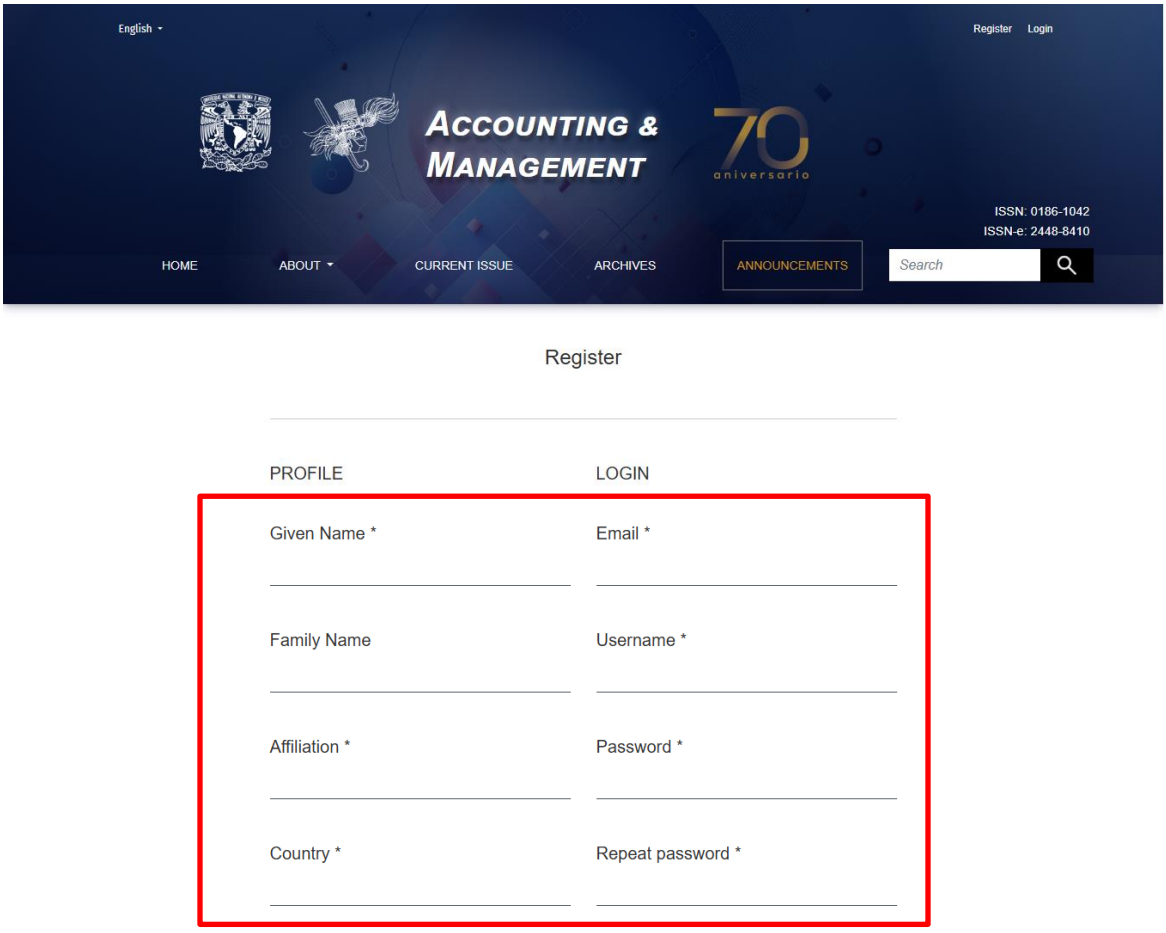


Each author is required to register only once to create an account. This account will allow authors to submit papers to the journal and track the status of their submissions. If you lose access to your account, please send an email to revista_cya@fca.unam.mx to request a new password.

Second, if you do not have an account, click ***Register***.

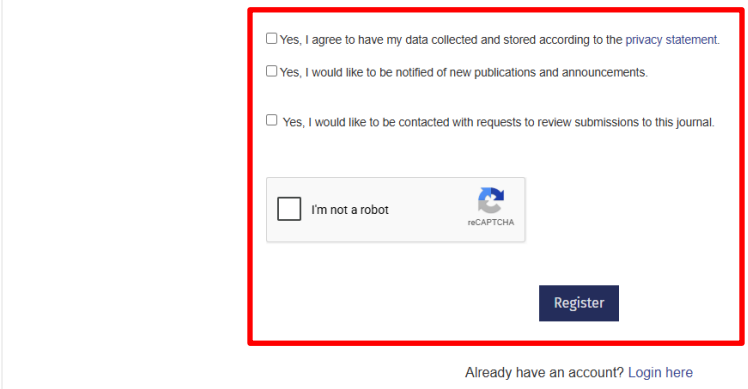
Register

Please complete all fields marked with an asterisk (*), as they are required to complete your registration.



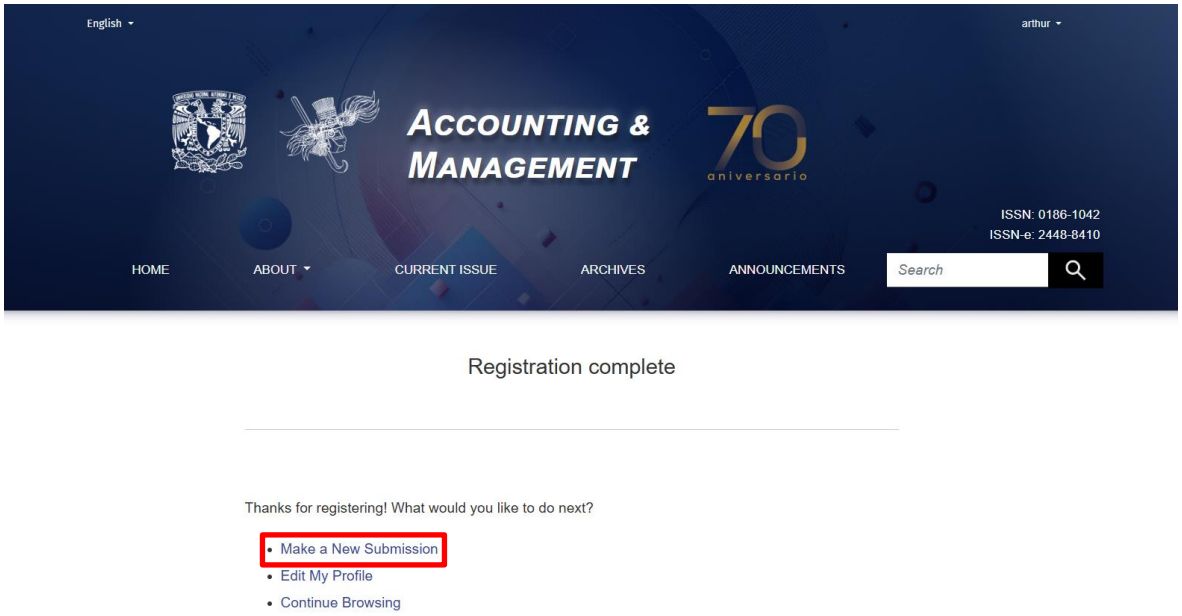
You must also complete the **I'm not a robot** CAPTCHA verification and accept the terms of the Privacy Statement.

Once you have completed all the required fields, click ***Register***. A confirmation message indicating that your registration has been completed successfully will then be displayed.



Third, once you have completed your registration as a new user, the ***Make a New Submission***

option will be displayed. Click this option to begin the paper submission process.



You will be taken directly to the Submit a Paper page, Step 1. Start.

Step 1. Start

All fields in this section must be completed, and all checkboxes must be selected. Once you have completed this section, click **Save and Continue**. You will then proceed to Step 2. **"Upload Submission"**.

Accounting & Management

Submit an Article

1. Start | 2. Upload Submission | 3. Enter Metadata | 4. Confirmation | 5. Next Steps

Submission Language

English

Submissions in several languages are accepted. Choose the primary language of the submission from the pulldown above. *

Section Policy

It is recommended that manuscripts follow the general outline of research papers:

- Title of the paper in the language of the text and its English version.
- Name of the authors' institution, postal address, and email address.
- Abstract in Spanish and English of 100–150 words.
- 3–5 keywords in Spanish and their English equivalent, separated by commas.
- Introduction, background and objectives, methods, materials used, and sources.
- Results and discussion.
- Conclusions.

Submission Requirements

You must read and acknowledge that you've completed the requirements below before proceeding.

- [ ] The work presented to the journal of Accounting and Management has not been published previously or been previously submitted to another journal.
- [ ] Submission of a manuscript does not imply any obligation on the part of the Editor in Chief or the Editorial Board to publish it.
- [ ] The manuscript complies with the bibliographic and stylistic requirements indicated in the Guidelines for Authors.

Comments for the Editor

Corresponding Contact *

- [ ] Yes, I would like to be contacted about this submission.

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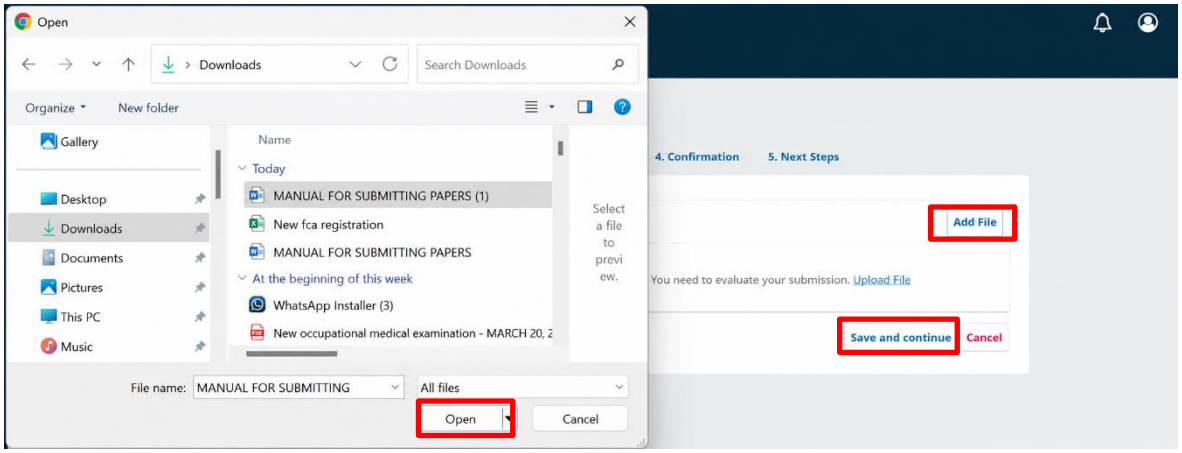
Save and continue | Cancel

Step 2. "Upload Submission"

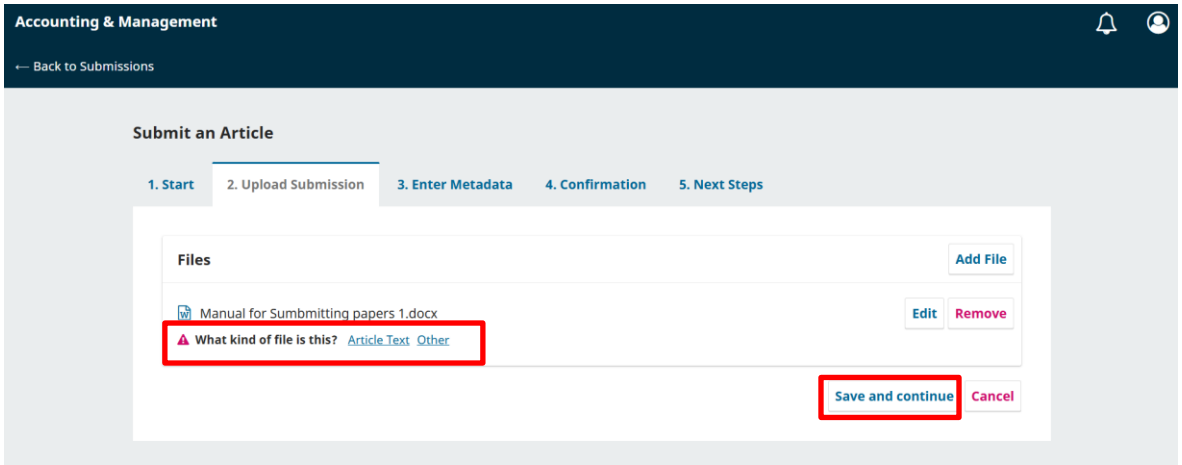
A. To upload your paper, click **Add File** to open a window where you can locate the document on your computer.

B. Locate the manuscript you wish to upload (either in Microsoft Word or PDF format), select it, and click **Open**. The file will then be uploaded from your computer to the journal's website.

C. Click **Save and Continue**.



D. You will then be asked to specify the type of file you are submitting. Select **Paper Text** or, if applicable, click **Other** to choose the appropriate file type.

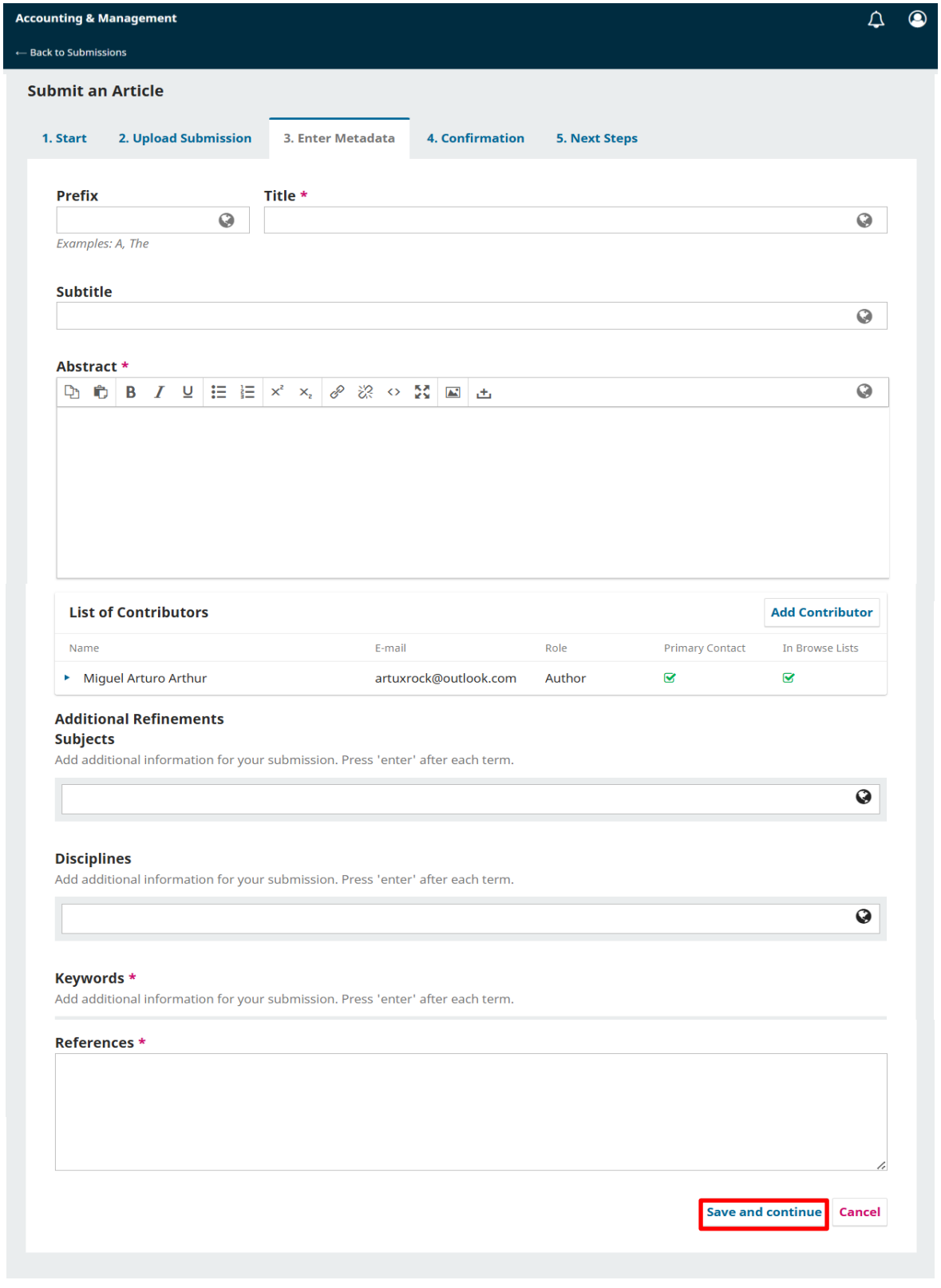


Once you have completed this section, click **Save and Continue**. You will then proceed directly to Step 3. Enter Metadata.

Step 3. "Enter Metadata"

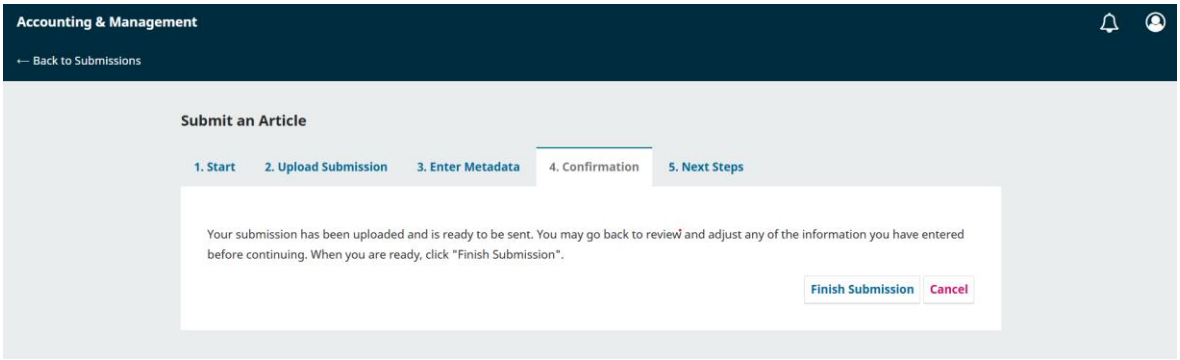
All fields in this section must be completed using the corresponding information.

Once you have completed all the required fields, click **Save and Continue**. You will then proceed to Step 4. **"Confirmation"**

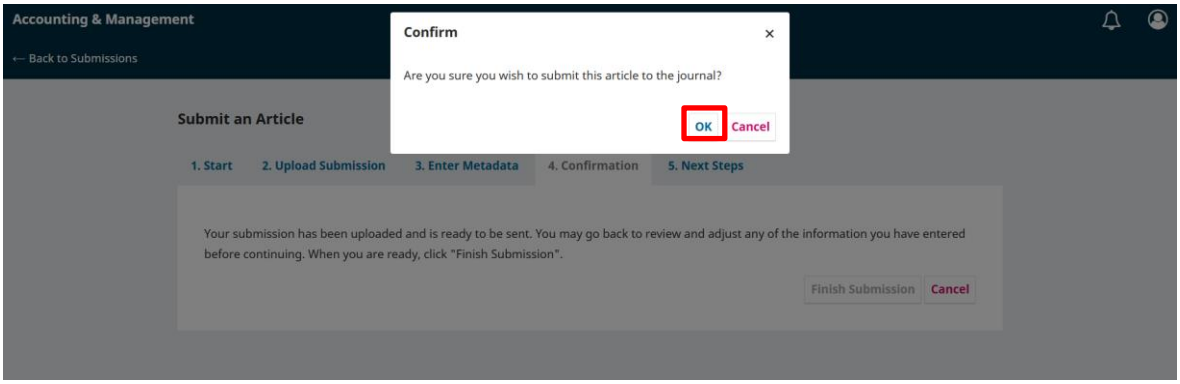


Step 4. "Confirmation"

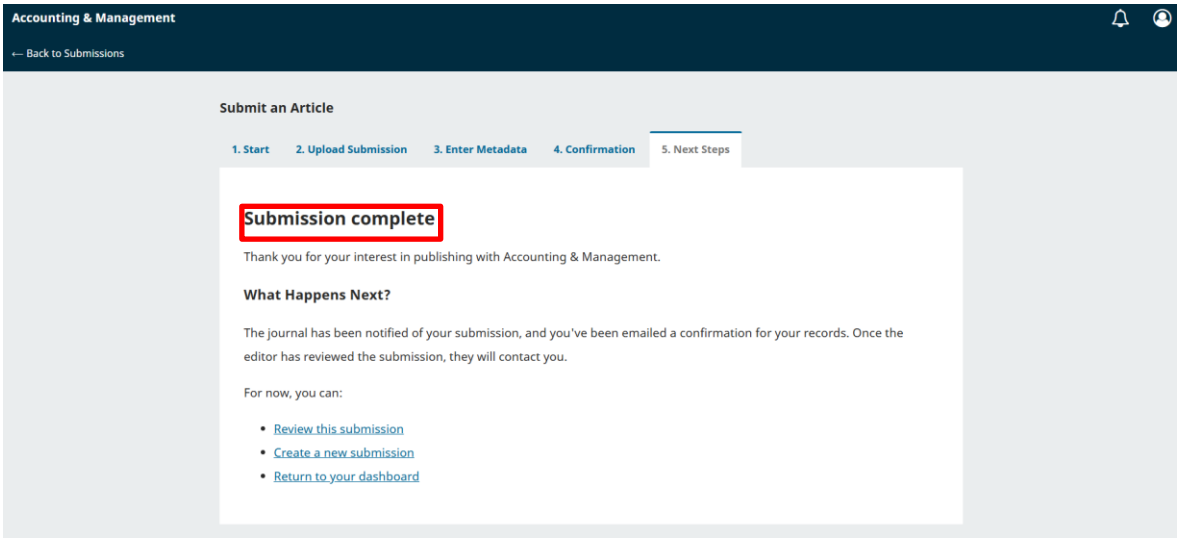
Carefully review the information provided in this section and click **Finish Submission.**



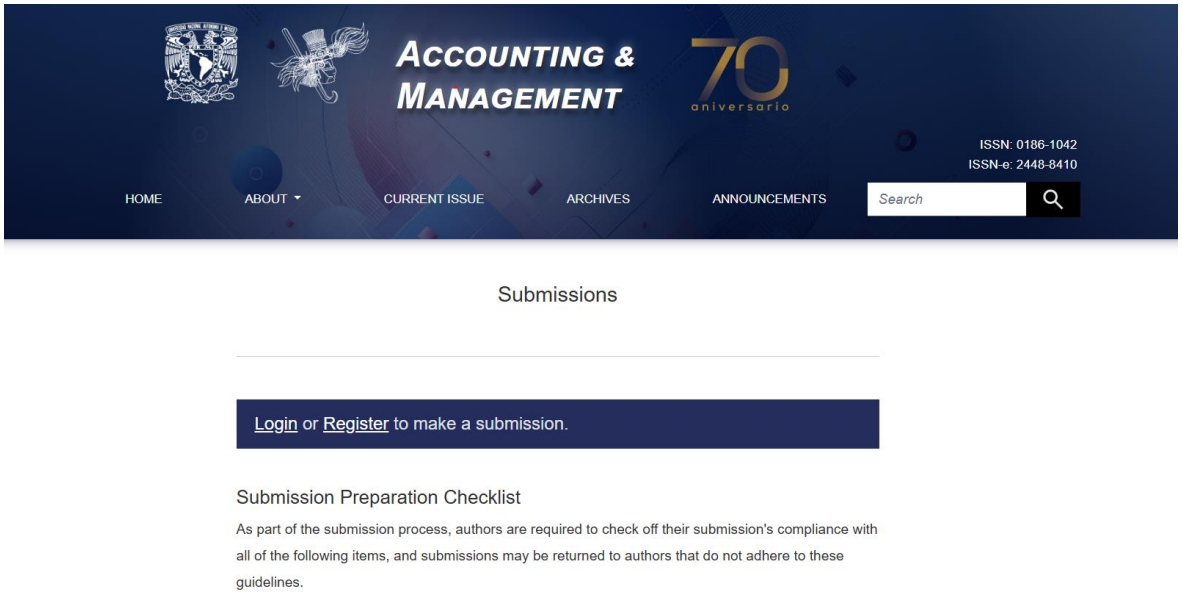
Review the confirmation message displayed and, if you agree, click **OK.**



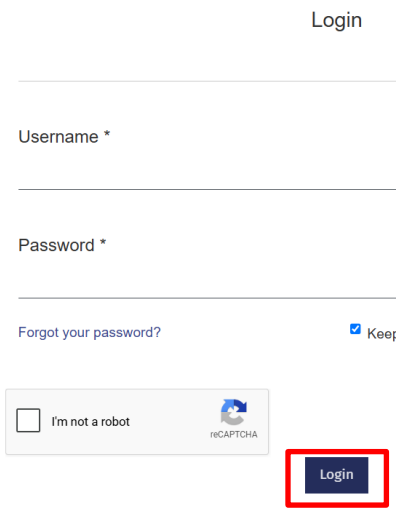
Once the submission process has been completed, the screen shown below will be displayed, confirming that your paper has been successfully submitted.



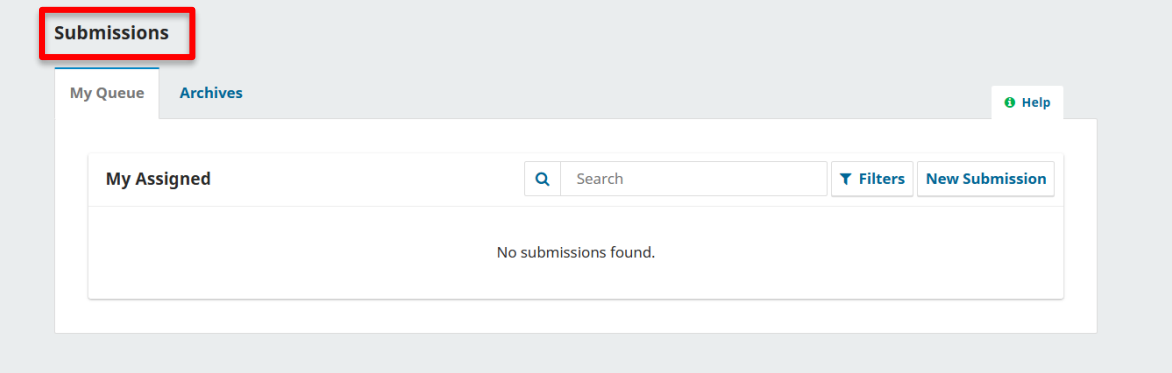
* Important note: If you have an account in the editorial management system, you should go to the **"Submissions"** section of the journal's website and click **"Login."**



After clicking **"Go to Login"**, the Login page will be displayed. **"Enter"** the required information in all fields, complete the CAPTCHA verification, and click **Log In**.



After **logging in**, the **"Submissions"** page will be displayed. Once you are on this page, click **Make a New Submission** to submit a new paper.



Once you have accessed the Make a New Submission page, please refer to this manual beginning with the **Third** step on Page 3.

Thank you for your interest in publishing in Accounting & Management (Contaduría y Administración).